

**Administration Committee  
April 13, 2015  
Minutes**

**Committee members present:** Chairman David Hintz, Ted Cushing, Robb Jensen and Sonny Paszak. Excused: Bob Mott.

**Others present:** Brian Desmond (Corporation Counsel), Mary Bartelt (County Clerk), Kris Ostermann (Treasurer), Lynn Grube (ITS), Margie Sorenson (Finance) and Kerri Ison (recording secretary).

**Call to order:** Chairman David Hintz called the meeting to order at 9:30 a.m. in Committee Room #2, second floor of the Oneida County Courthouse. The meeting has been properly posted and mailed in accordance with the Wisconsin Open Meeting Law and the facility is handicap accessible.

**Approve agenda:** Motion by Cushing/Paszak to approve the amended agenda with the order of items at the Chair's discretion. All ayes; motion carried.

**Approve minutes:** Motion by Cushing/Jensen to approve the minutes of 3/11/17 and 3/17/15 as presented. All ayes; motion carried.

**Out-of-state / county travel:** None.

**Consider and approve the County Risk Manager's recommendations concerning insurance requirements in various contracts:**

- Courthouse FM200 Fire Suppression System Deficiency Repair proposal – contract with Ahern to replace initiator (reached end of life). Recommendation: standard statutory limits of \$1 million worker compensation, general liability, bodily injury and property damage. Also \$1 million automobile liability (\$1 million per person / per accident).

Motion by Cushing/Paszak to approve the County Risk Assessor's recommendations concerning insurance requirements as discussed. All ayes; motion carried.

**Vouchers, reports, purchase orders and line item transfers:**

County Clerk:

- Bartelt reviewed vouchers and purchase orders in detail. Motion by Cushing/Hintz to approve the County Clerk's bills as presented. All ayes; motion carried.
- Bartelt provided 2015 continuing appropriation balances for review.

Treasurer:

- Motion by Cushing/Paszak to receive the statement of cash for the period ending 3/31/15. All ayes; motion carried.
- Ostermann indicated a firm must be hired to provide environmental assessments for In Rem properties. MSA was awarded the bid several years ago and the office has used their service since that time as they have continued to meet former bid price. It was the consensus of the Committee to put the service out for bid this year. Ostermann noted the bids will need to be opened at the May Administration Committee meeting. The date of the meeting must be included in the bid advertisement.

- Motion by Jensen/Paszak to approve the Treasurer's vouchers as presented. All ayes; motion carried.

ITS:

- Motion by Cushing/Paszak to approve the ITS bills as presented. All ayes; motion carried.
- Motion by Cushing/Paszak to approve the blanket purchase orders as presented. All ayes; motion carried.
- Motion by Jensen/Cushing to approve the ITS line item transfer(s) as presented. All ayes; motion carried.
- Grube conducted an analysis of telephone invoices and provided a worksheet of credits due from Frontier Communications and subsequent negotiated offer for these credits. Grube reviewed in detail. Lengthy discussion followed. Motion by Cushing/Paszak to accept the ITS recommendation to ask Frontier for a \$9,935.57 check for credits due Oneida County. Discussion followed. All ayes; motion carried. Grube also provided a spreadsheet showing anticipated annual savings and discussed in detail. She will continue to work on additional savings and disconnecting lines which are no longer viable. Lengthy discussion followed. Departments will be charged per phone and licenses.
- Grube provided recommendation for purchasing I-pads for County Board Supervisors. She recommends providing devices but wait to add Citrix. County email will be provided along with email archive services. Annual recurring cost (without cell service) is \$22 per device. Grube suggested making the device cellular capable and believes the cost of Verizon service can be negotiated. Lengthy discussion followed. Longevity of device is approximately five years. UWEX agreed to assist with training. Additional information was requested regarding potential benefits to using devices and potential savings in paper costs. Discussion followed.

Recessed for two minutes.

- Grube polled members of her IT Association regarding posting County Board meetings on their county websites and provided informational spreadsheet for review, noting most use an off-site video service. Grube showed (via Internet) how several counties provide this type of service. Discussion followed regarding the goal of providing this service (archival of meetings, link for someone who is unable to attend a meeting, audio only), benefits, affordability, and whether or not an editor is needed, etc. Committee felt the County should look at a basic model and include cost of editing services. Grube will continue working on the topic and report back at a future meeting. Discussion continued.

Cushing excused at 11:01 a.m.

Finance:

- Motion by Jensen/Paszak to approve the Finance Department's vouchers and blanket purchase orders as presented. All ayes; motion carried.
- Motion by Cushing/Paszak to approve the 2015 line item transfers for Land Conservation-AIS Program and Social Services as presented. All ayes; motion carried.
- Sorenson provided written response from North Central Wisconsin Regional Planning Commission (NCWRPC) regarding assistance with the County's long-range plan (LRP) indicating they would not be able to help. Feldman (UWEX) indicated it would be a good

role for the CRD agent, but there is currently an interim in that position with an open-ended date for hiring permanently. Jensen noted the LRP is a big task and wondered if it is necessary at this time. Sorenson noted the first and only plan was issued in 2006 and believes it has been a helpful tool for certain departments, noting some departments do their own (i.e. Social Services, Health Department). She noted the LRP goes hand-in-hand with the new employee evaluation process. Discussion followed regarding need, concept, consistency and process to complete. It was the consensus of the Committee to discuss at a later date.

- Sorenson provided the general investment summary for the period ending 2/28/2015 for review. Discussion followed.

**Public comment:** None.

**Item(s) for future agenda:**

- Schedule joint LRES meeting (re: proximity cards, comp time , etc.), I-pads for supervisors , county video posting.
- The next meeting was scheduled for 5/11/15 at 9:30 a.m.

**Adjournment:** Motion by Paszak/Jensen to adjourn at 11:43 a.m. All ayes; motion carried.

Respectfully submitted,

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Kerri Ison, Recording Secretary

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David Hintz, Chair